

SUGGESTED TECH AND PREPARATION INFORMATION

To Prepare For

Michael Sandel

Podium

Professor Sandel would like to have a podium/lectern for his presentation. Also do have a reading light fixture attached to the podium.

Microphone

Prof. Sandel prefers a lavalier (or hand held) wireless microphone, so that he can move about easily during his presentation. For programs that include audience participation, please have two or more (depending on audience size) hand-held audience microphones, with volunteers available to take the microphones to audience members as Prof. Sandel calls upon them.

Lighting

During the program, the stage area should be well-lit, except when a DVD film clip is shown, when the stage lights should be dimmed to enable the screen to be seen.

For programs that include audience participation, Prof. Sandel may ask that audience lights be raised at a certain point to facilitate a conversation with the audience.

Water

Please have water available near the podium for Prof. Sandel during his presentation.

Media Opportunities

If a press opportunity is requested, please contact your Royce Carlton representative in advance to clear all requests. All requests for press availability should come through the sponsor. The best time for a press conference is 30 minutes before dinner or pre-lecture reception, if such an activity is planned. If a dinner or pre-lecture reception is not planned, then the best time is 45 minutes prior to the program. Please limit the press conference to 15-20 minutes and no longer. The host should be nearby to curtail the press conference in the event that it goes beyond the allotted time.

Social Activities

Prof. Sandel enjoys being with people in a social setting (dinner, reception, etc.), but please be certain that any and all activities have been cleared and agreed to with your Royce Carlton representative.

Video/Audio Taping

Please be advised, audio taping and/ or video taping of Prof. Sandel's speaking engagements is not allowable. However, should you wish Prof. Sandel to consider an exception to this policy for internal archival purposes only, it must be cleared through your Royce Carlton representative in advance.

Introduction

For Professor Sandel's introduction, the following format is recommended. It is suggested that the attached brief bio be read, followed by a brief video. The link to the video is here: <https://www.dropbox.com/s/c2hpiu7mqdb0wzs/JusticeW%EF%80%A2Sandel.mp4>. After reading the brief bio and video presentation, Professor Sandel will walk on stage and begin his lecture. With that said, should the sponsor prefer its own introduction (with or without the video), you are welcome to do so.

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